DOCUMENT RESUME

ED 156 865 CE 017 118

AUTHOR Lassan, Dorothy; And Others
TITLE Junior High Career Typing Problems for Personal Typewriting. Career Development Orientation.
INSTITUTION Parma City School District, Ohio.
NOTE 73p.; A simulated handwritten manuscript for problem 2 may not reproduce well due to faint print

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS *Business Education; *Career Awareness; *Fused Curriculum; Junior High Schools; Learning Activities; *Occupational Information; *Office Occupations; *Typewriting

ABSTRACT

Designed to incorporate career information in a personal typing course, this guide contains thirty-eight sample typing problems (e.g., typing corrected manuscripts) with such specific instructions as setting margins, spacing, centering the title, etc. The typing problems, each of which includes career information, are divided into six units: (1) Getting Acquainted with Business Education Careers, (2) Career Descriptions, (3) Business Career Fields and Work Roles, (4) Simulated Stenographic Activity, (5) Specific Careers in Detail, and (6) Evaluation. Short, two-to-three-item bibliographies are included in the units. (VB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE017 118

ED156865

BUSINESS EDUCATION DEPARTMENT

Parma City Schools
Parma, Ohio 44129

JUNIOR HIGH CAREER TYPING PROBLEMS FOR PERSONAL TYPEWRITING

CAREER DEVELOPMENT ORIENTATION

Dr. Stuart L. Openlander
Superintendent of Schools

Dr. Wilbur Lewis
Associate Superintendent
Curriculum and Research

David W. Straight
Secondary Coordinator
Business Education

Writing Team Members

Mrs. Dorothy Lassan

Miss Sandra Gannon

Mrs. Barbara Kostya

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Jack D. Ford

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

PERSONAL TYPING - CAREER ORIENTATION

Unit I - Getting Acquainted with Business Education Careers
Outline - "How to Study Occupations"
Themes: 1-"What Is Office Work?"
2-"What Do Office Workers Do?"
3-"Qualifications for Office Work"
4-"Educational Preparation for a Business Career"
5-"High School Business Education Opportunities"

Unit II - Career Descriptions
Themes: 6-Typist
7-Student
8-Housewife
9-Correspondence Clerk
10-Proofreader
11-Your Career as a Secretary
12-Receptionist
13-Accounting
14-Accounting for Your Future
15-Cashier
16-Waybill Clerk
17-Office Machine Operators
18-Bank Teller
19-Keypunch Operator
20-Bookkeeping Machine Operator
21-Calculating Machine Operator

Unit III - Business Career Fields and Work Roles
Centering: 22-Clerk Typist Work Activities
23-Career Fields of Opportunity
24-Typing and Clerical Work Roles
25-Stenographic Careers
26-Secretarial Careers
27-Secretarial Careers

Unit IV - Simulated Stenographic Activity
Business Letters: 28-Educational Information
29-Typist Career
30-Overseas Secretarial Career
31-Accounting Career
32-Office Machine Operator Career
33-Calculating Machine Operator

Unit V - Specific Careers in Detail
Unarranged manuscripts: 34-Typing and Related Recording
35-Stenographer
36-Secretary
37-Executive Secretary

Unit VI - Evaluation
Composition at the Typewriter: 38-Personal Typing Career Orientation

HOW TO STUDY OCCUPATIONS

I. NATURE OF THE WORK

A. What are the duties and responsibilities of the worker in this occupation?
B. What kinds of interests support the occupation?

II. EDUCATIONAL AND TRAINING REQUIREMENTS

A. What kind and level of education is necessary?
   1. College
   2. Technical or trade training
   3. High school
B. What type of in-service training can be expected on the job?
C. How do you gain admission to the various types of training?
D. What is the length of training in school? on the job?
E. How much will this training probably cost?

III. POSSIBLE RESTRICTIONS AFFECTING ELIGIBILITY

A. Physical restrictions such as age, weight or height
B. Men only, women only
C. Race or rationality
D. Physical handicaps
E. Personal appearance

IV. WORKING CONDITIONS

A. Physical conditions
   1. What are the work hours?
      a. Are the hours regular or irregular
      b. Any or much overtime?
      c. Are there busy seasons when the work is heavy?
   2. Is there much physical activity? What kind?
   3. What kinds of tools or machines are involved?
   4. What are the physical hazards, if any?
B. Other conditions
   1. Does the job involve working under tension?
   2. Is the work highly routine in nature?
   3. Are work procedures frequently changing?
   4. Would you be working alone or with other people?
   5. Does the job involve working with your hands, mind, or both?

UNIT I - GETTING ACQUAINTED WITH BUSINESS EDUCATION CAREERS

CAREER TYPING PROBLEM 1 - THEME: "What Is Office Work?"

Goal: To provide orientation to careers in business and interest in the Business Education Curriculum in high school.

Objective: To understand the scope and necessity for business careers.

Objective: To type a three page theme from arranged copy ("What Is Office Work?") by following directions in two class periods.

DIRECTIONS for Problem 1

1. Set the margin stops for a 60 space line.
2. Top margin on page 1 is 2 inches (12 line spaces).
3. Horizontally center the title on line 13.
4. Type the title in capital letters.
5. Triple space after the title.
6. Double space the paragraphs.
7. Listen for the bell before ending a line and returning the carriage.
8. Bottom margins are at least one inch (6 line spaces).
9. At least two lines of a paragraph must be typed at the bottom of a page and at least two lines of a paragraph must be typed at the top of a page.
10. Number pages 2 and 3 at the top right margin on line 4.
11. Double space after the page number and continue typing the paragraphs.
12. This theme copy is on following pages.

WHAT IS OFFICE WORK?

The Industrial Revolution brought with it a number of new and descriptive phases. This Age of Invention, as it is sometimes called, produced, in turn, the Machine Age, the Steam Age, the Railroad Age, and the Gasoline Age. Today we speak of the Atomic Age and the Age of Science. With the introduction of new ideas and the development of new scientific and technological discoveries, our language had become richer, more flexible and typical of our own era. We as individuals and nations have benefited from the practical applications of these discoveries.

But along with our "industrial ages" and the progress they brought, we might well include still another term--the Paper Age. A necessary part of the production, sale and distribution of the goods of the world is the vast amount of "paper" needed to carry out the day to day activities of business and industry. Consider the production of an automobile. In order to insure an efficient plan of manufacture and assembly, a production schedule must be worked out. Copies of "run sheets" may go to as many as 90 different starting points along the production line to show the order of materials and parts in the manufacturing process. From receiving raw materials to finally shipping the completed car requires orders, schedules, bills, invoices, correspondence and written directions at every stage. The paper work involved in

PROBLEM 8

TRIPLE SPACE

Housewife ALL CAPS

For the housewife who has some extra time or feels left out of things, typing can bring in extra cash or open up an interesting position in a number of volunteer organizations. A woman who lives in a city or near a college can make good money by doing free-lance typing for students and and writers, or by working part-time in an office. If she does not need the money, but would like to work in her community, there are many groups from political parties to women's clubs to charity drives who need typists to take care of correspondance and other office tasks.

The typist-housewife has a sense of security which makes her home happier. She knows she has a skill that can support her family if she should lose her husband, and give her meaningful work whenever she wants it.

Problem 9

CORRESPONDENCE CLERK

The Correspondence Clerk composes and writes letters to individuals, company customers, or other business establishments in reply to correspondence and phone calls received from them. He or she may handle correspondence relating to a variety of subjects, such as acknowledging a request for merchandise, claims for damaged or lost goods, credit of customers, unsatisfactory service rendered, etc. The Clerk generally reads the incoming correspondence and gathers the necessary information or recalls it from memory to make a reply. The Clerk may type the letter, dictate replies to stenographers, or select and fill in form letters to make replies.

A person interested in this type of career should have typing ability and other clerical skills. The Correspondence Clerk must be courteous and tactful in wording the letters. He should be able to express himself clearly and distinctly both orally and in writing.

Persons interested in becoming a Correspondence Clerk should complete a high school academic program with typing and other business courses as electives. All possible courses in English would be helpful.

CAREER TYPING PROBLEM 2 - THEME: "What Do Office Workers Do?"

Goal: To provide oreintation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To comprehend the variety of work activities involved in business careers.

Objective: To type a two page theme from unarranged, script copy ("What Do Office Workers Do?") by following directions in two class periods.

DIRECTIONS for Problem 2

1. Set the margin stops for a 60 space line.
2. Top margin on page 1 is 2 inches (12 line spaces).
3. Horizontally center the title on line 13.
4. Type the title in capital letters.
5. Triple space after the title.
6. Double space the paragraphs.
7. Listen for the bell before ending a line and returning the carriage.
8. Bottom margins are at least one inch (6 line spaces).
9. At least two lines of a paragraph must be typed at the bottom of a page and at least two lines of a paragraph must be typed at the top of a page.
10. Number pages 2 and 3 at the top right margin on line 4. Type only a number.
11. Double space after the page number and continue typing the paragraphs.
12. This theme copy is on following pages.

WHAT DO OFFICE WORKERS DO?

Office workers are concerned with the "paper work" of a business or industrial organization. They handle the reporting of business data, keep records and perform the bookkeeping and accounting operations needed to keep the business functioning smoothly. In performing these functions, office workers are responsible for much of the mail and correspondence resulting from normal business activities. They record sales, purchases, and inventories. They make out payrolls, maintain employee records, keep track of expenses, and compile financial and other data relating to the firm's business transactions. To do this work requires the services of a number of trained specialists, business executives, office managers, supervisors, secretaries, stenographers, bookkeepers and accountants, business machine operators and clerks.

Office jobs vary from one office to another, depending upon the nature of the firm's business, its size, the number of people employed and the amount of record keeping involved. In a small "one girl" office, a single employee might perform a number of duties. She may serve as a bookkeeper or secretary-stenographer at one time, and switchboard operator or receptionist at another.

Larger offices, especially those connected with the manufacturing or merchandising fields, might employ hundreds, or perhaps thousands, of office workers. For example, filing, typing or some special machine operation for recording business data may be done centrally. In such cases, an entire department of file clerks, typists, or machine operators work together under the direction of a supervisor or department head.

Many of the jobs in one career area may also apply to another career area. There is much overlapping in the duties of practically all office workers.

CAREER TYPING PROBLEM 3 - THEME: "Qualifications for Office Work"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To understand the qualifications necessary for a successful business career.

Objective: To type a two page theme from unarranged, rough draft copy ("Qualifications for Office Work") by following directions in $1\frac{1}{2}$ class periods.

DIRECTIONS for Problem 3

1. Set the margin stops for a 60 space line.
2. Top margin on page 1 is 2 inches (12 line spaces).
3. Horizontally center the title on line 13.
4. Type the title making the corrections indicated by the proofreader's marks.
5. Triple space after the title.
6. Double space the paragraphs.
7. Listen for the bell before ending the line and returning the carriage.
8. Type the paragraphs making the corrections indicated by the proofreader's marks.
9. Bottom margins are at least one inch (6 lines) on all pages.
10. At least 2 lines of a paragraph must be typed at the bottom of a page and at least two lines of a paragraph at the top of a page.
11. Number page 2, etc. at the top right margin on line 4.
12. Double space after the page number and continue typing the paragraphs.
13. The copy is on the following pages.

2" Top margin

QUALIFICATIONS for OFFICE WORK

Triple space

In addition to the knowledge and skills required for the many specific office jobs, there are certain general qualifications that help spell success in all office jobs. For example, office employees who rate high on their employer's merit lists are always good teamworkers. They are those who show a genuine interest in their work and want to progress in their jobs. Such employees strive hard to further their own self-development. They stick to a job until it is done and can see other jobs to be done without being told. They remember and apply what they learn and do not waste the time of others. They are dependable, alert, adaptable, and tactful--as well as being efficient and thorough in their work.

It is especially important to develop these desirable personal qualities early, while you are still in school. They indicate your potential, and present an employer with a more accurate idea of how you may measure up in the long run. The learning, or "breaking in" period, gives the boss a chance to see you in action. He sees how you handle the details of your assignments. He observes your working habits, your personality, your initiative, and your attitudes. He finds out how well you get along with your fellow workers.

Most office jobs offer the new comer a chance to make use of skills required on the job or through additional education and training. For example,

Adjust to a more even right margin

1" Bottom margin

Page number on Line 4

2 double space

the receptionist who can type and take shorthand often finds the door of opportunity open to better paying positions. the opportunity for on the job training and the development of more salable skills is perhaps greater in the field of office work than in most occupational areas.

Office jobs, particularly begining jobs, do not usually afford much opportunity for physical activity. This doesn't mean that you must be the "indoor type" but there is and element of confinement to working in an office. Stenographic and secretarial jobs often involve long periods of sitting while taking dictation or transcribing notes. filing may require much standing or stopping, and almost all office jobs have a certain amount of routine to them. Of course, how routine a job is often depends upon the attitude and make up of the person doing the job.

double space

all office jobs call for working under presure at times. The typist may be required to get out an important letter five minutes before quitting time. The stenographer may be confronted with an unusual amount of correspondence that "has to get out." Minor crises are constantly arising in all business ofices, and it is only through the efficiency and cooperation of all employees that these pressures become profitable work. Working in an office means working with people. Team work and a desire to see the other fellow's problem and to help out when ever possible cannot be overstressed when it comes to office work.

CAREER TYPING PROBLEM 4 - Centered Theme:
"Educational Preparation For a Business Career"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To realize that preparation for a business career can follow a variety of developmental patterns and includes work experience in addition to educational preparation.

Objective: To type a vertically centered theme ("Educational Preparation For A Business Career") from unarranged copy by following directions and using basic methods in one class period.

DIRECTIONS for Problem 4

1. Set the margin stops for a 60 space line.
2. Single spacing.
3. Center the copy vertically on a full sheet, or allow a 2" top margin.
4. Center the title horizontally and triple space after the title.
5. Listen for the bell before ending the line and returning the carriage.
6. Remember to double space between single spaced paragraphs.
7. The copy is on the following page.

EDUCATIONAL PREPARATION FOR A BUSINESS CAREER

Practically all beginning office jobs require a high school education--others call for college degrees. Positions of greater responsibility almost always demand experience. Many key office people and clerical specialists in today's business and industry were hired when they graduated from high school and have worked their way up from entry jobs. They did this by using every opportunity they saw to gain experience and additional knowledge. Many have developed themselves while on the job by attending night school or college classes. In office careers, skill, diligence and application pay off.

The foundation you establish in school very probably will determine how you will succeed on your first job. It can determine the success of your entire working life.

If you feel that you have the ability, temperament and attitude to work successfully in an office environment, what is the next step?

If you plan to go to business college or to a university for further study, find out what the entrance requirements are for your chosen field. Then consult your counselor and teachers for help in building your high school program around those requirements.

If you are planning to go directly to work after graduation, take all the business subjects offered. Typing, shorthand, English, business arithmetic and bookkeeping are musts for most office jobs. Try to excel in these subjects.

Try your hand at office work by taking part in the administrative, clerical or bookkeeping functions of your high school or social clubs. If you can land an office or selling job during vacations, or after school, you will find out first hand what offices are like and will gain valuable experience. Develop your hobbies and extra-curricular activities around things like writing or reporting, working on your school paper or yearbook, or serving as secretary or correspondent at club or class meetings. These activities will give you a chance to find out whether or not you are really interested in and suited for office work.

CAREER TYPING PROBLEM 5 - Arranged theme with sub-titles:
"High School Business Education Opportunities"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To generally understand the various Business Education courses of study available to the student in high school.

Objective: To type from arranged copy and to control the line spacing before and after titles and between blocked paragraphs.

DIRECTIONS for Problem 5

1. Top margin of 10 line spaces on page 1.
2. Left margin set at 12.
3. Right margin set at 90.
4. Single spacing.
5. Horizontally center all titles and sub-titles.
6. Double space before and after each title.
7. Listen for the bell before returning the carriage.
8. Note the blocked, single spaced paragraphs with double spacing between paragraphs.
9. Remember to type the page numbers in the proper location.
10. The copy is on the following two pages.

HIGH SCHOOL BUSINESS EDUCATION OPPORTUNITIES

General

Each person needs basic information to efficiently manage his personal life. Life situations such as, purchasing insurance, a home or automobile, personal and household necessities, may involve understanding a legal contract, making a financial decision and comparison shopping--and in addition to these problems, how to file income tax forms. Many elective Business Education subjects are offered by the public schools which inform a person about realistic, mature activities.

Each student should read the high school registration information booklets thoroughly and consider studying some elective business courses even if he is majoring in a college prep course of study. Perhaps you have already decided that you are going to attend college full-time after graduation, but you would like to be trained in bookkeeping or shorthand or office machines so that you can work should the need arise. Also, should you not finish college, you may want to be trained with some type of marketable skill to offer an employer.

INTENSIVE OFFICE EDUCATION

Stenography

IOE Stenography is a two-year intensive program of study to prepare students for entry level office occupations upon graduation. The program includes training in Gregg shorthand, typing, secretarial office practice, bookkeeping, telephone techniques, business machines, transcribing machines, and related topics. The student is taught office applications that will make the student a well-adjusted, well-trained office employee.

WORD PROCESSING

IOE Word Processing is designed for students to prepare them for entry into such occupations as typists, transcribing machine operators, automated typewriter operators, and related occupations in the business office. Students become specialists in typewriting and business English skills including grammar, punctuation, and spelling. The program includes training in paperwork flow, bookkeeping, filing, office machines, grooming, and office etiquette. Club activities are an integral part of the curriculum and provide opportunities for the students to develop leadership, social understandings, and civic responsibilities. The club may affiliate with the state and national Office Education Association. Business English meets the English graduation requirement for the senior year.

OFFICE SERVICES

IOE Office Services is a program designed for students to prepare them for entry into office occupations such as file clerk, mailroom clerk, office machines operator, adding machine operator, calculating machines operator, and related office occupations. The program includes training in typewriting, recordkeeping, business mathematics, filing, office practice, office machines, and related topics. Club activities are an integral part of the curriculum and provide opportunities for the students to develop leadership, social understanding, and civic responsibilities. The club may affiliate with the state and national Office Education Association. The Business English will meet the senior English requirement.

DUPLICATING SPECIALIST

IOE Duplicating Specialist is designed for students to prepare them for entry into office printing occupations such as duplicating machine operators, offset duplicating machine operators, mail clerks, composet operators, paste-up clerks, and related occupations which exist in manufacturing companies, banks, wholesale and retail businesses, printing companies and governmental agencies. The program includes training in art work, business organization, printing mathematics, typewriting, mimeographing, duplicating inventory control, mailroom operations, collating, binding, and related areas leading to IOE Duplicating Specialist II in the senior year. Club activities are an integral part of the curriculum and provide opportunities for the students to develop leadership, social understandings, and civic responsibilities. The club may affiliate with the state and national Office Education Association. The Business English meets the graduation requirement for senior English.

ACCOUNTING AND COMPUTING

IOE Accounting and Computing is a two year intensive program designed to prepare the student for entry accounting occupations upon graduation from high school. The student is given training on accounting, posting, and billing machines as well as training on adding machines, calculators, electronic calculators, and other office machines. The student is taught office applications that will make the student a well-adjusted, well-trained office employee.

DATA ACCOUNTING AND COMPUTING

IOE Data Accounting and Computing is a comprehensive program for entry-level occupations in the areas of data accounting and computing. It includes instruction in bookkeeping and accounting, business math, data processing unit record equipment, business law, business economics and business organization, posting and billing machines, business English, adding machines, calculators, electronic calculators, psychology and human relations, and related topics. Business English will meet the senior English requirement toward graduation.

DATA PROCESSING

IOE Data Processing is a two year comprehensive program designed to prepare students for data processing occupations upon graduation from high school. The junior year includes training in operations and programming of unit record equipment such as the IBM and Univac keypunch and verifier, the printer,

sorter, reproducer, collator, and interpreter. The senior year includes advanced training in operation and programming of unit record equipment as well as programming in the BASIC language. Other languages studied include FORTRAN, COBAL, and assembler languages. Students learn practical job procedures while doing actual jobs for the school system such as printing labels, preparing Normandy registration cards, processing adult school registration, and maintaining school inventories.

BUSINESS EDUCATION WORK-STUDY PROGRAMS

DISTRIBUTIVE EDUCATION

Distributive Education is a vocational training program for seniors in which school and business cooperate to provide specialized training for seniors who are considering a business career after high school or college graduation. Students participating spend mornings in the classroom learning about such subjects as salesmanship, advertising, display, personality development and human relations. In the afternoon they apply these theories to their part-time jobs, provided by business establishments in the community cooperating with the program. One of the program's main objectives it to help students make the adjustment from high school to that which follows graduation--full-time employment or college. Students shall work a minimum of 15 hours per week on the job.

COOPERATIVE OFFICE EDUCATION

Cooperative Office Education emphasizes individual skills, knowledges, and attitudes in stenographic, clerical, and bookkeeping areas. The program includes training in business English, business machines, and other office skills. The object of this course is to graduate an office worker already adjusted to a work situation. The student goes to school one-half day and works one-half day under teacher-employer supervision. The teacher coordinates the out of school work with the in-school class activities to enable the student to become a qualified efficient office employee. The teacher-coordinator also assists in finding suitable employment for the students. Training station opportunities include legal, accounting firms, banks, insurance companies, and other business offices. A C.O.E. Club is an integral part of the course. The Club may affiliate with state and national Office Education Association.

COOPERATIVE OFFICE MANAGEMENT

Cooperative Office Management (Accounting and Related) is designed for senior students to provide them with office experience before graduation from high school. The program emphasizes individual skills, knowledges, and attitudes in bookeeping-accounting, office supervision, and related areas. The students attend school one-half day and work one-half day under teacher-employer supervision. Training station opportunities include banking, accounting firms, retail and wholesale companies, and other business offices. The teacher coordinates the school activities of the student with the office work activities and places the student on a job which best fits the student's career objective. Club activities are an integral part of the course and an opportunity is available to affiliate with state and national office clubs.

SENIOR INTENSIVE CORE

Senior Intensive Core is designed for seniors who have changed their career objectives or have decided not to go to college and would now like to pursue a career in a business office. The student will spend 4 1/2 hours in class daily learning office skills during the first semester. During the second semester the student will spend 1 1/2 hours in class and a mimimum of 3 hours daily working in a business office. During the second semester the teacher coordinates the school activities of the student with the office work activities and places the student on a job which best fits the student's career objective. Training station opportunities include banks, insurance companies, or any other business office. Club activities are an integral part of the course and an opportunity is available to affiliate with state and national office clubs.

Unit II - Descriptions of Business Careers - Themes

Goal: To provide orientation to specific business careers.

Goal: To provide career orientation copy which will develop typing format judgement and include decision making activities.

Objective: To read brief but detailed information about a variety of business careers.

Objective: To type career description themes in correct form from rough draft and arranged copy in a variable length of time as supplementary classwork.

DIRECTIONS for Problems 6 through 21

1. Choose careers that interest you from the following theme problems and type a corrected copy following directions for theme typing.

2. Type each theme on one side of the paper in double spacing.

3. Make the indicated corrections as you type.

4. Top margin allowance on the first page of a theme is 2 inches or 12 line spaces.

5. Bottom margin allowance is at least 1 inch or 6 line spaces on all pages.

6. A 60 space line is suggested for longer themes.

8. Horizontally center all titles.

9. The four page themes ("Secretary" and "Accountant") are arranged copy. Margin allowances and line spacing can be determined from the copy.

10. Listen for the bell before ending the line and returning the carriage.

robiem 6

Le Typist

Do you men think typing is only for women and the "sissies?" Well, you are wrong! There is an increasing demand for male typsits by rail road, oil, steel, air lines, mining, construction and engineering companies. these firms express a preference for men because men generally have more ~~training~~ interest and ~~interest~~ training in these fields. For the young man hoping for advancement to an administrative or executive position in a bussiness, starting as a typist in order to "learn the ropes" may be a good idea. if you show a willingness to work hard and have mastered the company's office procedures, you may ~~may~~ find yourself in line for quick promotion to a junior executive's job.

Problem 7

COLLEGE STUDENT CENTER TITLE

→ TRIPLE SPACE

How would you like to save at least $50.00 every year you are in college? Learn to type! Most college professors require important papers to be typed. You can count on at least two, and as many as ten papers a semester. So unless you can con a friend in to typing your papers, you'll have to pay a typist between 35¢ and 75¢ per page. Think about a few of those twenty and thirty-page papers and you'll work harder on your own typing!

Don't say you won't need to type because you are going to be an engineer, a football coach, a nurse, or a musician. Almost nobody escapes freshman composition, and almost every curriculum requires some general courses with term papers.

And if you are majoring in science or math, typing is essential. You wouldn't believe how a typist can mess up math and physics symbols or the spelling of chemical compounds! Typing can also save time on the monthly "Dear-dad-send-More-money" letters.

PROBLEM 8

TRIPLE SPACE

Housewife ALL CAPS

For the house wife who has some extra time or feels left out of things, typing can bring in extra cash or open up and interesting position in a number of volunteer organizations. A women who lives in a city or near a college can make good money by doing free-lance typing for students and and writers, or by working part-time in an office. if she does not need the ~~the~~ money, but would like to work in her community, there are many groups from political parties to women's clubs to charity drives who need typists to take care of correspondance and other office tasks.

The typist-house wife has a sense of security which makes here home happier. she ~~no~~ knows she has a skill that can support her family if she should loose her husband, and give her meaningfull work when ever she ~~needs~~ wants it.

Problem 9

CORRESPONDENCE CLERK

The Correspondence Clerk composes and writes letters to individuals, company customers, or other business establishments in reply to correspondence and phone calls received from them. He or she may handle correspondence relating to a variety of subjects, such as acknowledging a request for merchandise, claims for damaged or lost goods, credit of customers, unsatisfactory service rendered, etc. The Clerk generally reads the incoming correspondence and gathers the necessary information or recalls it from memory to make a reply. The Clerk may type the letter, dictate replies to stenographers, or select and fill in form letters to make replies.

A person interested in this type of career should have typing ability and other clerical skills. The Correspondence Clerk must be courteous and tactful in wording the letters. He should be able to express himself clearly and distinctly both orally and in writing.

Persons interested in becoming a Correspondence Clerk should complete a high school academic program with typing and other business courses as electives. All possible courses in English would be helpful.

Problem 10

PROOFREADER

Before books, magazines, newspapers, and other printed materials are reproduced in large quantities, Proofreaders check "proof copies" for errors.

The proofreader compares the handwritten or typed copy with the proof copy, making sure that the two copies read exactly the same. He or she is responsible for detecting grammatical and typographical errors, including punctuation, spelling, capitalization, and hyphenation. Dates, numbers, uniformity, credit lines, and style are also checked. Errors are marked on the proof and returned to the compositor or typist for correction. If repetitious words, contradictory information, or inaccurate statements appear in the copy, Proofreaders consult authors, editors, or customers for changes they wish to make.

The Proofreader may work alone or with a copyholder who reads the original copy out loud, calling out all punctuation marks and spelling unusual words and proper names while the Proofreader follows the proof.

During high school, a person interested in Proofreading as a career should complete an academic program including courses in creative writing, journalism, and printing. He should have above average ability in English grammar and composition.

Problem 11

YOUR CAREER AS A SECRETARY

Secretarial work is the number one women's office job. It is an important job, too. There is a great demand for good secretaries.

To be a secretary, you need specific technical skills, mainly shorthand and typing. You also need many personal characteristics such as a genuine interest in your job, a willingness to learn, and a strong spirit of service.

Many fields of business are open to you when you have mastered shorthand and typewriting. From fashion to television, and from publishing to home economics, the door is wide open to you if you are a good secretary. Even a glamorous field as the theater can be entered through the secretarial route. Your secretarial skills will not make you an actress or an assistant director, of course, but it can get you a job in the theatrical field and a ringside seat where you can observe and learn.

Remember that some of the most celebrated women in the country--from musical comedy stars to department store presidents--started as secretaries.

The career of a secretary is an exciting career in itself. There are super-secretaries who earn $10,000 a year and have secretaries of their own! The most accepted definition of a secretary is: "An administrative assistant, first aide to a top executive."

There is a growing need for secretaries who are familar with vocabulary and business processes involved in the fields of aviation, medicine, law, and engineering. Job descriptions for these fields are below:

First, an executive secretary, as we have already mentioned, is one of the most responsible of secretaries. She assumes administrative responsibilities, makes decisions, handles confidential information, supervises other workers, makes appointments and arranges business trips. Top secretaries for executives are permitted to be present at important business transactions, conferences, and meetings. Her job is a busy as well as an exciting job.

An airline secretary needs specialized airline training in addition to typing and shorthand. This training includes airline vocabulary, duties of airline secretary, dictation and shorthand for airline work, and weather, flying and flight information.

The medical secretary is trained in medical office procedures. She must be able to arrange appointments, speak tactfully to patients, and collect bills courteously. She is familiar with the vocabulary of medical terms. The medical secretary is able to take dictation rapidly and accurately, and she can type reports, case histories, and insurance forms correctly. She assists the physician by taking temperatures, weighing and measuring, calming upset patients, preparing patients for examinations and treatments, and sterilizing equipment.

A medical secretary may work in a doctor's office, a dentist's office, a hospital, medical research center, laboratory, or clinic. Starting salaries are good ranging from $300 to $600 a month.

A legal secretary takes dictation that is more difficult than most dictation. Her rate of dictation is well above average in order that she may take notes at hearings and trials. She assists in the preparation of legal documents such as: petitions, complaints, and subpoenas. A broad educational background is required, plus being familiar with legal documents, trial procedure, and specialized legal vocabulary.

A legal secretary may work for an individual lawyer in private practice, several lawyers in a large firm, the legal department of a corporation, a judge, a legal aid center, a deed and title company, or a trust officer in a bank. The demand for well-trained legal secretaries is great. Starting salaries are really excellent ranging from $400 to $650 a month.

The engineering-scientific field is the newest development in the secretarial field. The engineering secretary is given the necessary training in the space-age terminology of the engineering and scientific professions. She must have an acquaintance with math, blueprint reading, and drafting in addition to good secretarial skills.

There's really no profession that doesn't need good secretarial help, so you can follow your own interests. You may decide to aim for a specialty such as legal or medical secretary which will require the knowledge of technical terms. Or you may decide to become a general secretary, typist, or stenographer.

Regardless of your choice, a great deal of skill involved in secretarial work. Beginning stenographers should be able to take 80-100 words of dictation and type 45-50 words a minute. Beginning secretaries are generally expected to take 100-140 words dictation and type 50-60 words a minute. Also knowledge of spelling, grammar, use of a dictionary, and office machine operation is important.

The broader your educational background, the better. The best jobs in the future will go to graduates of four-year colleges with degrees in secretarial administration or business administration. Many junior colleges now offer a curriculum of business instruction.

Those who go into office work right after high school should try for additional training after they start working. Find out what college-level instruction is available, and see what further training local business schools and adult education courses can offer you. Take advantage of any on-the-job training and any instruction your employer provides. Some employers are willing to pay their employees' tuition for additional training. While secretaries with some college training have the edge, others can advance if they're willing to broaden their education and improve their skills.

In this occupation neatness, courtesy, a pleasing personality, and loyalty count. Combine these traits with a good education, and there's no limit on how far you can climb the ladder of success.

PROBLEM 12

RECEPTIONIST

CENTER TITLE

TRIPLE SPACE

A receptionist in an advertising agency, a lawfirm, a doctor's office, a broadcasting company, or any other business that has a great many callers is expected to do more than greet visitors, look pretty, check appointments, receive special deliveries, and provide reading matter for people who are asked to wait. Depending on the company, a receptionist will often type a certain number of letters and stencils, prepare promotion materials for mailing, answer general telephone inquiries, and send out cables. A receptionist is also regarded as a general source of information by callers who don't know which person or department to contact. So a genuine liking for people, combined with a pleasing personality, a sense of humor, neatness, courtesy, and desire to be helpful are important.

You might enjoy being a receptionist if it's your first job and you don't quite know what you want to do, if you are between jobs and if you like contact with people. While there is usually little advancement for receptionists, some companies--especially larger ones with a continuous need for office help--regard the job as a useful starting position for both employer and employee.

PROBLEM 13

ACCOUNTING

Accounting is a means of expressing in clear, understandable, financial terms the results of complex operations of business, government, and other institutions.

Our kind of society runs on money. Managers in all kinds of enterprises--in business, government, and non-profit organizations--have to know the effects of spending money in specified ways. Or they need forecasts of what spending money in specified ways will do. Accountants are the only people who are educated and trained to make such analyses and forecasts.

Accounting is a fast moving profession. This means during the past decade there have been thousands of new executive-level positions.

A man or woman may be certified by his state so that he may offer professional accounting services to the public. This certificate is comparable to the license given to lawyers or doctors, permitting independent practice.

A student should get this minimum or its equivalent: four years of college with a major in accounting. In high school, you need the basic courses in science, mathematics, English, economics, and social studies.

To major in accounting in most colleges, you will need about one-quarter or your credits in accounting, another quarter in other business subjects.

The average beginning salary for accountants in March of 1970 was about $9,900. A survey made at Ohio State University has disclosed average salaries of accounting graduates 20 to 30 years after graduation as ranging from $20,000 to $30,000.

Problem 14

ACCOUNTING FOR YOUR FUTURE

When planning your career, keep one thing in mind. What will you be doing twenty years from now? As an accountant, the skills you learn today will be useable far into the future. A career in accounting provides a secure future, rapid promotion, and professional standing.

Many discoveries down through the ages have contributed to the development of accounting. Writing, development of numerical systems, trade, printing, double-entry bookkeeping, and use of credit have all played a part in the development of the accounting profession.

The earliest accounting records were recorded on clay tablets. The evolution of numbers and alphabets provided a way to record the business transactions. By 1581 A.D. accounting was recognized as a specialized occupation and the first College of Accounting was established in Venice, Italy that year. From Italy, through Europe to England, and then to the New World, accounting progressed.

Four new trends have increased the importance of accounting since the beginning of the 20th century. These trends are: increased mass production, expanding corporate ownership, complex taxation, and governmental regulation of cost control techniques. Today, accountants are employing their skills in many areas demanding accounting systems, such as: auditing, tax assessment, credit policies, and inventory.

The accounting profession is divided into four broad areas of occupation: Management or Private Accounting, Public Accounting, Government Accounting, and Teaching. A brief description of each follows:

The management of private accountant is usually a salaried employee who uses his skills for the company employing him. His services may include auditing, inventory control, recordkeeping, and analysis of financial information.

The public accountant is an independent member of a public accounting firm. This group is led by the Certified Public Accountants, who must pass rigorous examinations in order to be certified by their States. They are usually employed on a fee basis. Their services include analysis, tax assistance, counseling, auditing, and management services.

Government positions are available in state, local, and federal government agencies for qualified accountants. Ten per cent of all professional accountants work in state, local, and federal government agencies. There will be an increasing need for more accounting personnel in the government agencies. The greatest need will be in the state and local government agencies according to the U. S. Department of Labor. Government accountants have wide-ranging career responsibilities such as auditors, accounting clerks, investigators, and bank examiners. A solid background in government, federal or state, is often the stepping stone to an important job in government agencies.

Teaching is another field open to the professional accountant. More accounting teachers are needed in private business and commercial schools and colleges. Some teachers also serve as consultants or do a limited amount of public accounting work. Also many practicing accountants teach part-time in evening classes at private business schools and adult education centers.

Accounting is the second largest professional area of employment for men. Accounting and its related fields are second only to teaching as the largest professional area of employment of women. Ten per cent of all practicing accountants are women. Only two per cent of Certified Public Accountants are

women. There are five times as many women CPA's today as there were twenty years ago, and the number increases every year.

An estimated 19,000 new accountants will be needed each year until 1980. Less than 20 per cent of the 500,000 professional accountants in the United States are Certified Public Accountants. A minimum of 144,000 CPA's will be needed by 1980.

A career in accounting enables a woman to handle financial affairs wisely. The greatest opportunities for women are in private accounting, government accounting, part-time accounting, and data processing.

Accounting when practiced on a part-time basis, allows a woman to work and still care for her family. Some women do public accounting work from their homes.

Older women often return to full-time jobs. This might be through choice because their family responsibilities are fewer and their children are grown. It might also be a necessity that she return to work as the main source of family income. Accounting education and experience are valuable assests.

Accounting technicians and bookkeepers provide an additional one million employees. Seventy-five percent of this group are women. For each CPA, there are almost a dozen other people performing some accounting task. There are many other rewarding professional careers in accounting other than becoming a Certified Public Accountant.

There are over 4 million businesses, large and small, in the United States. No business can operate successfully unless it maintains an efficient accounting system controlled by trained accounting personnel.

As an accountant, you are essential to the company employing your services. You are expected to give expert advice in regard to financing of thousands, even millions of dollars.

Accountants are always in demand. See for yourself! Read the "Help Wanted" ads in your newspaper. The number of ads seeking Accountants, Auditors, Controllers, Treasurers, and Cost Accountants will give you some idea of the need for accountants.

The beginning salary for an accountant depends on the level of education completed. Starting salaries for junior accountants average about $8,500 a year. The salary is even higher in large businesses. Most accountants begin as junior accountants and in about five years advance to the position of senior accountants. The salary for senior accountants is about 50 per cent higher than the salary for junior accountants. Accountants with ten years experience receive a salary about twice their starting salary.

Certified Public Accountants earn between $10,000 and $25,000 in supervisory positions according the the American Institute of Certified Public Accountants.

If you want to become a successful accountant, there are certain personal qualities you should possess. An analytical mind, an ability to work with figures, persistance, and an ability to work well with others are all qualifications of a successful accountant. You must have the ability to communicate, both orally and in writing. But above all, qualities of honesty and personal integrity are important assets to any professional accountant.

The more education you receive, the higher your salary and the greater your chances of advancement. Success will depend, to a large extent, on your aptitude, interest, ability, and training.

Discuss your interest in accounting with your guidance counselor. He can assist you in planning an educational program to meet your needs and ability.

Problem 15

CASHIER

Cashiers work directly with the customers, receiving their money, and making change, usually by means of a cash register.

Cashiers are employed in all types of business establishments--restaurants; theaters; grocery, drug, department; hotels, and even amusement parks. It has been estimated that more than 300,000 persons are employed as cashiers.

Cashiers should enjoy working with numbers, and have the ability to work accurately and during rush hours, very rapidly.

Since cashiers frequently handle large sums of money, their honesty and reliability must be beyond question.

Cashiers' salaries very widely depending upon the type of business, location, and previous experience. Beginning cashiers often start at minimum hourly rates in business covered by Federal wage regulations.

High school graduates are generally preferred by employers filling cashiers' positions.

Problem 16

CENTER TITLE

TRIPLE SPACE

WAYBILL CLERK

Every time a load of shoes leaves the Washburn Brothers ware house in eureka, Kansas aboard a fast-frate truck bound for the department stores in chicago, a way bill showing the number of cartons, weight and cost of shipping must accompany each shipment. for a large trucking firm, this means hundreds of such bills have to be typed everyday. They typist who handles that job is usually refferred to as a "billing clerk." rail roads and large trading firms may also employ billing clerks.

In most cases the clerk sits at an electric typewriter in to which a continuous roll of preforated forms feeds. after typing the information on to the form, it's torn off and laid a side. The clerk is then then ready to type a nother bill with out having to put paper into the type writer.

because waybills consist primarily of numbers and symbols, the job requires a special skill in typing figures with speed and accuracy.

Problem 17

OFFICE MACHINE OPERATORS

Office machine operation is not a single occupation but a group of occupations, each of which has slightly different duties and requirements.

The billing machine operator prepares statements, bills, and invoices to be sent to customers, showing an itemized account of amounts they owe.

An adding machine operator adds and subtracts groups of numbers, using an electrically driven or lever operated machine that automatically performs computations and records results, usually on a roll of paper. She writes computed answers on records or reports from which the original figures were obtained.

The calculating machine operator uses a machine that automatically performs the basic arithmetic computations of adding, subtracting, multiplying, and dividing. Through correct operation she may also perform other computations, such as taking the square root of a number, or raising a number to a power. She may calculate or check the figures on inventories, financial accounts, payrolls, balance sheets, invoices, discounts, sales, and statistical reports.

The duplicating machine operator reproduces duplicate copies of typewritten or handwritten matter using one of several types of machines. Depending on the kind of copy and the quality required, the average office may utilize several different copying methods.

An addressing machine operator works a machine that automatically prints names, addresses, code numbers, and similar information on items, such as envelopes, accounting forms, and advertising literature.

A keypunch operator records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using a punch machine similar in action and operation to a typewriter.

Problem 18

BANK TELLER

Since the teller is the representative of the bank with whom customers have direct contact, the individual's attitude and efficiency reflect the general quality of the bank.

When a deposit is made in a savings account, the customer makes out the deposit slip and hands it with the cash or check to the teller. The teller checks the slip and marks the amount of the deposit in the customer's passbook.

The teller also pays out money. This may be in the form of paying withdrawals from savings accounts, cashing checks, or handling large payroll withdrawals for business accounts.

Some tellers may purchase and sell foreign currencies, foreign letters of credit, and traveler's checks to the public.

The important work of balancing accounts is done after the bank is closed to customers. The teller uses an adding machine to total deposits, payments, withdrawals, and checks. The cash is counted; and when the accounts are balanced, the head teller verifies the figures.

In most small banks the duties of tellers are combined with those of clerks. These duties include sorting checks, counting, sorting, and arranging currency, and filing new account cards or removing closed account cards.

Most tellers work a thirty-five to forty hour workweek. Usually the bank is open one long day and tellers may work in the evening once a week.

Most tellers receive two weeks vacation with pay, after having been employed with the bank for one year.

High school graduation is preferred by most banks for the job of teller. Some banks send prospective tellers to their own teller training schools. Training school usually lasts for two weeks.

Problem 19

TRIPLE SPACE

KEY PUNCH OPERATOR

CENTER TITLE

A key punch operater is not strictley a typist, but the ~~the~~ skills needed are closely related to typing. The key punch machine is fairly similiar to an electric typewritter, but instead of typing words, it punches the information on to cards which are used in ~~a~~ data processing machines. Beause key punch operaters are in such demand, they usually make good salaries and have a wide choice of jobs.

Many high school graduates who want to be key punch operators take a special course from IBM or other bussiness machine companies, or attend a business school offering a course in business machines. these courses take several months and perpare students to operate the key punch and other modern business machines. Sometimes, however, a good typist will be trained on the job or learn on her own how to operate the key punch machine. experience on the other business machines such as calculaters and adding machines will also be helpfull to a person learning to operate the key punch.

Problem 20

Bookkeeping Machine Operator

The bookkeeping machine operator keeps complete daily records of all business transactions by operating an electric machine.

Any person who desires to become a bookkeeping machine operator should be a high school graduate. He should have a good working knowledge of double entry bookkeeping, which may be obtained in high school, and he should know how to type. Skill in business arithmetic will be helpful in checking, and good penmanship is essential to one working in this type of position.

He should be alert, accurate in his work, like working with figures, and be able to concentrate for long periods of time. He should have good finger dexterity, good eye-hand coordination, and good vision.

Your high school guidance counselor may have some tests, which he can use in helping you to determine your aptitude for being a bookkeeping machine operator. There are tests of mental ability, finger dexterity, and similar aptitudes. If these tests are not available at your high school, you may be able to obtain some at your state employment office.

The work of the bookkeeping machine operator does not require any physical exertion of a strenuous nature; hence, it is quite possible for people with certain types of physical handicaps, not effecting the use of hands and arms, to do the work. The training is not lengthy and would not require a large expenditure of money.

Problem 21

Calculating Machine Operator

The calculator is a machine which automatically performs the four basic operations of addition, subtraction, multiplication, and division from keyboard instruction.

No one wants to be shortchanged when he receives his paycheck. No one wants to receive an incorrect statement from his bank, or department store. No one wants to overpay his income tax or insurance premium, or receive less interest on his savings account than he should. Everyone wants business and industry to be accurate and efficient when it comes to "his money." That is one reason why the work of the calculating machine operator is necessary and important.

The calculating machine operator should have clerical and some degree of mechanical aptitude. Good eyesight, steady nerves, and good health. The operator should have a flair for detail, accuracy, neatness, and orderliness. The ability to work under supervision is important.

It is suggested that the prospective operator take the commercial course, including such subjects as typing, bookkeeping, commercial arithmetic, elementary accounting, and business English.

UNIT III - BUSINESS CAREER FIELDS AND WORK ROLES

CAREER TYPING PROBLEM 22 - Centering and left margin release
"Clerk-Typist Work Activities"

Goal: To provide oreintation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To read about some specific clerk-typist work activities.

Objective: To type and center arranged copy with numbered paragraphs by following directions and using basic methods in one class period.

DIRECTIONS for Problem 22

1. Vertically center the copy to find a top margin.
2. Single spacing.
3. Set the margins for a 60 space line.
4. Horizontally center and type the title.
5. Triple space after the title.
6. Type the first two paragraphs.
7. Reset the margin stops for a 50 space line.
8. Type the first line of the next paragraph, starting with the number 1.
9. Reset only the left margin stop to type the next line, starting under the capital T in the word Type. Finish the paragraph.
10. To type the numbers 2 through 8, release the left margin and backspace 4 spaces.
11. Your copy should look like the problem copy.
12. The copy is on the following page.

CLERK-TYPIST ACTIVITIES

The career of Clerk-Typist is the "work horse" of the business world. A recent survey made by the United States Office of Education showed that one out of every six workers in the United States is working in the clerical field.

The Clerk-Typist duties are numerous and some are listed as follows:

1. Types letters, reports, forms, stencils, and addresses or other straight copy material from rough draft or corrected copy.

2. May verify totals on report forms, requisitions, or bills.

3. May operate duplicating machines to reproduce copy.

4. Computes wages, taxes, premiums, commissions and payments.

5. Records orders for merchandise or service.

6. Prepares, issues and sends out receipts, bills, policies, invoices, statements and checks.

7. Gives information to and interviews customers, claimants, employees and sales personnel.

8. May specialize according to material typed; such as, Address Change Clerk, Endorsement Clerk or Policy Writer for an insurance business, or Record Clerk for a hotel-restaurant business, or Statistical Typist for ticketing and banking business careers.

CAREER TYPING PROBLEM 23 - Centering: "Career Field of Opportunity"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To think about the many and varied career fields which include business careers.

Objective: To type a vertical and horizontal centering problem ("Career Fields of Opportunity") from unarranged copy in 15 minutes by following directions and using basic centering methods.

DIRECTIONS for Problem 23

1. Center the copy vertically on ½ sheet.
2. Single space the typed lines.
3. Horizontally center and type the three title lines.
4. Triple space after the title.
5. Horizontally center each of the remaining lines of the copy.
6. The copy is below the lines.

CAREER FIELDS OF OPPORTUNITY
for
CLERK-TYPIST, STENOGRAPHERS, SECRETARIES, AND ACCOUNTANTS

Education
Civil Service
Government Administration
Hospital Administration
Hotel-Motel Administration
Finance
Insurance
Legal
Manufacturing
Real Estate
Retailing

CAREER TYPING PROBLEM 24 - Centering: "Typing and Clerical Work Roles"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To realize that there are various work roles included in Clerk-Typist careers.

Objective: To type a vertical and horizontal centering problem ("Typing and Clerical Work Roles") from unarranged copy in 15 minutes by following directions and using basic centering methods.

DIRECTIONS for Problem 24

1. Center the copy vertically on ½ sheet.
2. Single space the typed lines.
3. Horizontally center each line.
4. Triple space after the title.
5. The copy is below the line.

TYPING AND CLERICAL WORK ROLES

Typist
Data Typist
General Clerk
Receptionist
Reproduction Typist
Messenger
Duplicating Machine Operator
Key Punch Operator

CAREER TYPING PROBLEM 25 - Centering: "Stenographic Careers"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To realize that many career fields include stenographic work roles.

Objective: To type a vertical and horizontal centering problem ("Stenographic Careers") from unarranged copy in 15 minutes by following directions and using basic methods.

DIRECTIONS for Problem 25

1. Center the copy vertically on a full sheet.
2. Center the title horizontally and triple space.
3. Double space the remaining lines of the copy.
4. Center each line horizontally.
5. The copy is below the line.

STENOGRAPHIC CAREERS

General Office Clerk
Court Reporter
Foreign Language Stenographer
Stenographic Skills Instructor
Stenographic Machine Operator
Temporary Office Worker
Public Stenographer
Police Stenographer
Legal Stenographer
Male Stenographer
Administrative Assistant
Transcribing Machine Operator
Legislative Reporter
Stenographic Pool Supervisor
Newspaper Reporter
Research Assistant
Medical Stenographer
Technical Stenographer

CAREER TYPING PROBLEM 26 - Centering: "Secretarial Careers"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To realize that many career fields include secretarial work roles.

Objective: To type a vertical and horizontal centering problem ("Secretarial Careers") from unarranged copy in 20 minutes by following directions and using basic methods.

DIRECTIONS for Problem 26

1. Center the copy vertically on a full sheet.
2. Center the title horizontally and triple space.
3. Double space the remaining lines of the copy.
4. Center each line horizontally.
5. The copy is below the line.

SECRETARIAL CAREERS

Medical Secretary	Research Secretary
Legal Secretary	Financial Secretary
Bilingual Secretary	Architectural Secretary
Social Secretary	Travel Secretary
Male Secretary	Certified Professional Secretary
Public Relations Secretary	Gal Friday
Political Secretary	Editorial Secretary
School Secretary	Executive Secretary
Diplomatic Secretary	Scientific-Engineering Secretary

OPTIONAL or ALTERNATE CAREER TYPING PROBLEM 27 - Tabulating:Centering: "Secretarial Careers"

Objective: To type a two column tabulated problem from arranged copy in 20 minutes by following directions and using basic methods.

DIRECTIONS for Problem 27

1. Center the problem vertically on ½ sheet.
2. Horizontally center and type the title and triple space.
3. Double space the columns.
4. Left margin setting is 16.
5. Set a tab stop at 54 for the right column.
6. Type the copy tabulating across the columns.
7. The copy is below the line.

SECRETARIAL CAREERS

Medical Secretary	Research Secretary
Legal Secretary	Financial Secretary
Bilingual Secretary	Architectural Secretary
Social Secretary	Travel Secretary
Male Secretary	Certified Professional Secretary
Public Relations Secretary	Gal Friday
Political Secretary	Editorial Secretary
School Secretary	Executive Secretary
Diplomatic Secretary	Scientific-Engineering Secretary

UNIT IV - SIMULATED STENOGRAPHIC ACTIVITY

CAREER TYPING PROBLEM 28 - Unarranged personal business letter

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To understand that a business career activity, typing a personal business letter, is used to serve a non-business need.

Objective: To type a personal business letter from unarranged copy by following directions in 20 minutes.

DIRECTIONS for Problem 28

1. Modified block letter style. 50 space line.
2. Indented paragraphs.
3. Open punctuation.
4. Ten line spaces between date and mailing address.
5. Fold the letter for a large envelope.
6. Using the folded letter as a simulated envelope, address the back of the letter.

(YOUR return address) / (Current date) / Cuyahoga Community College / Office of Admissions and Records / 7300 York Road / Parma, Ohio 44130 / Gentlemen / I am interested in continuing my education in the field of Office Administration or Business Administration. Business Education was my major course of study in high school. Would you please send me the Cuyahoga Community College catalogue and any related information and forms necessary to register as a full or part time student? Thank you for your cooperation and consideration. / Sincerely / (YOUR name)

CAREER TYPING PROBLEMS 29 through 33 - Business Letters

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To experience a simulated stenographic activity by typing a business letter containing career information in 15 minutes.

DIRECTIONS for Problem 29

1. You will be acting as a stenographer for Mr. James Fortune, Director of Admissions, Acme Business College, when typing the following letters.

2. A "letter head" is used for the first page of a business letter. A letterhead is printed information at the top of the paper and contains necessary information about the business sending the letter. A letterhead serves the same purpose as a typed return address. A typed return address is not required when using letterhead paper.

3. You may type a letterhead for the following letters using the example in problem 29.

4. Type the letter in problem 29 in modified block letter style using a 50 space line.

5. Mixed punctuation.

6. Blocked paragraphs.

7. Allow 6 line spaces between the current date and the mailing address.

8. Type the identifying initials a double line space below the last line in the complimentary close and at the left margin.

9. The arranged copy for Problem 29 is on the following page.

DIRECTIONS for Problem 30

1. Horizontally center and type the letterhead. Refer to Problem 29.
2. Type the following unarranged letter in modified block letter style.
3. 50 space line.
4. Indented paragraphs.
5. Open punctuation.
6. Allow 6 line spaces between the current date and the mailing address.
7. Type the identifying initials a double line space below the last line in the complimentary close and at the left margin.
8. Listen for the bell before returning the carriage.

(current date) / Mr. Dan Yurichs / 5 Plaza Place / Appleton, Wisconsin 44041 / Dear Student / Are you looking for excitement, a change of scene, and a career which offers challenges? Is foreign travel high on your list of things to do? Your secretarial skills may be the key which unlocks the door to all of these and more if you qualify as an Overseas Secretary for the United States Government.¶Qualifications? For each of the jobs available, you must be a U. S. citizen and single. You must pass the Civil Service Exam for stenographers and be placed on the Civil Service Register.¶Where do you find these jobs? They are awaiting you at the Central Intelligence Agency, Department of Agriculture, Peace Corps, State Department, U. S. Information Agency, and Department of Defense.¶For more detailed information, write to one of the departments listed above.¶To prepare for a career as an overseas secretary, enroll in our comprehensive secretarial course of study. Write for information--NOW! / James Fortune / Director of Admissions JF:xx

ACME BUSINESS COLLEGE

49035 Eastern Blvd.

Jennings, Montana 83401

(current date)

Miss Jane Smythe
431 Dresden Blvd.
Salt Fork, Ohio 14601

Dear Student,

Can you type neatly, accurately, and with a minimum speed of forty-five to fifty-five words or more a minute? Do you have a good command of the English language, and can you spell accurately?

If the answers to these questions are yes, then you might be interested in becoming a typist.

As a typist you will perform such duties as writing, making out reports, copying material from a rough draft or corrected copy, making out bills, addressing outgoing mail, cutting simple stencils, or setting up simple tabulations.

In addition to these duties the typist may perform clerical tasks, such as answering the telephone, operating a switchboard, distributing mail, filing, checking data on reports, or operating other simple office machines.

Write for more information.

Yours truly,

James Fortune
Director of Admissions

JF:xx

(Problem 29)

DIRECTIONS for Problem 31

1. Horizontally center and type the letterhead. Refer to Problem 29.
2. Type the following arranged letter in block letter style. (All lines begin at the left margin.)
3. 50 space line.
4. Blocked paragraphs.
5. Open punctuation.
6. Allow 6 line spaces between the current date and the mailing address.
7. Type the identifying initials in the correct location.

(current date)

Ms. Mary W. Winters
121 Royal Oak Drive
Freeport, New York 10021

Dear Student

Do you have a flair for detail, accuracy, neatness, and orderliness? Do you have a good memory, the ability to concentrate for long periods of time, and plenty of patience?

Would you enjoy working in a beautifully decorated and air conditioned office with soft and relaxing music playing in the background? Would you like to do your work while seated in a specially designed posture chair?

If your answers to the above questions are yes, then you may be interested in a career as a calculating machine operator.

For additional information please send for our booklets and brochures on the field of business machine operators.

Yours very truly

James Fortune
Director of Admissions

JF:xx

DIRECTIONS for Problem 32

1. Horizontally center and type the letterhead. Refer to Problem 29.
2. Block letter style.
3. 50 space line.
4. Blocked paragraphs.
5. Allow 6 line spaces between the current date and mailing address.
6. Type the identifying initials in the correct location.
7. Listen for the bell before returning the carriage.

(current date) / Miss Ann Black / 9002 Pebble Road / Fall Mountain, Utah 13156 / Dear Student / If you are neat, reliable, accurate and have some mechanical ability, then maybe a career as an office machine operator is for you. ¶ In view of past gains and the increasing complexity of the economy, it seems likely that clerical occupations will continue to gain in importance for some time to come. In fact, more than 25,000 annual job openings for office machine operators are expected during the next decade. ¶ Office machine operators are employed in all branches of industry and government. All offices have one or more types of business machines. ¶ The work is clean and nonhazardous. Working conditions are very pleasant. Operators work under supervision and around others. Usually they do not come into direct contact with the public during their working hours. ¶ Some companies will hire only experienced operators, but more firms offer on-the-job training. ¶ For more information on a career in office machines send us a self-addressed envelope. / Sincerely yours / James Fortune / Director of Admissions JF:xx

DIRECTIONS for Problem 33

1. Horizontally center and type the letterhead. Refer to Problem 29.
2. Block letter style.
3. 50 space line.
4. Blocked paragraphs.
5. Allow 6 line spaces between the current date and mailing address.
6. Type the identifying initials in the correct location.
7. Listen for the bell before returning the carriage.

(current date) / Mr. Joseph Buric / 94 East River Street / Nenoshe, Washington 90101 / Dear Student / There's a very down-to-earth reason for attracting qualified young people into accounting. ¶ The profession is growing--fast. There aren't nearly enough accountants in business now. As many as 20,000 more will be needed each year. ¶ As a result, the opportunities for getting started are many. The rate of advancement is rapid. And the rewards are generous. ¶ Many beginning accountants start at salaries of $7,000 a year and higher. Well-qualified accountants may be making $12,000 within four to six years. ¶ So--if you're interested in business, have an analytical mind, feel at home with figures and like working with people as well--accounting may be for you. ¶ The accounting course of study information will be sent at your request. / Sincerely / James Fortune / Director of Admissions JF:xx

UNIT V - SPECIFIC CAREERS

CAREER TYPING PROBLEM 34 - Unarranged manuscript
"Typing and Related Recording"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To read and understand career information about typists and related recording work activities.

Objective: To type a manuscript with footnotes, title page, and bibliography page from unarranged copy without detailed directions in three class periods.

DIRECTIONS for Problem 34

1. Type the unarranged manuscript copy on the following pages in correct manuscript form. Refer to your textbook for detailed directions for left bound manuscripts.

2. Type the footnotes at the bottom of the page where they are numbered in the manuscript.

3. Type a bibliography page. Refer to the textbook for directions.

4. Type a title page containing the following information: title of the manuscript, subject (Personal Typing), current date, and student's name.

5. The copy for the bibliography page is below the line. Two inch top margin. Same left and right margins. Type the bibliographical entries as they appear in the copy.

BIBLIOGRAPHY

Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroit, Michigan, 1970.

U.S. Employment Services, Dictionary of Occupational Titles, Vol. II, "Typing and Related Recording", U.S. Government Printing Office, Washington, D.C., 1965.

TYPING AND RELATED RECORDING

When we consider the millions of words that go to make up the normal correspondence, records and procedures of a single day's business activity across the nation and in the world, we become more and more aware of the importance of the typist's work. Typists put into presentable form the thousands of letters, official reports, legal briefs, manuscripts, newspaper, radio, television and advertising copy, memoranda and notations that supply us with much of our daily information and communication. Using standard, electric or specialty typewriters, they type letters, bills, statements, invoices, messages, telegrams and other business forms. They make copies of written material and prepare duplimats and stencils for reproducing much of this material. Although typing is their primary work responsibility, they often perform a variety of other office duties, such as answering telephones, proofreading typewritten copy and filing.

Like technical stenographers, some typists specialize in specific fields, such as engineering, law, statistics or medicine. Others become expert in the operation of specialized machines, such as teletype and varitype operators.

Although the majority of typists are women, many men make use of this skill in their work. Skill in the use of a typewriter has proven to be a valuable and useful tool for thousands of business and professional men; such as, male secretaries, clerks, court reporters, and shorthand machine operators.

Openings are generally available to inexperienced typists who have the necessary training and can meet an employer's speed and accuracy requirements. Here, too, the "learner" or "junior" method of on-the-job training is used by many offices. Junior typists who prove to be dependable and efficient workers are later advanced to positions as clerk-typists.

Accuracy, neatness, and speed are musts for the typist entering a business office. She must have a good command of English, particularly spelling, grammar, punctuation and vocabulary. She must be able to read rapidly and accurately. She should develop the habits of using the dictionary often and proofreading her work for errors. Skills at operating other office machines and familiarity with proofreader's marks can also be helpful to the typist in her work.[1]

The qualifications necessary to succeed as a typist are: (1) Attention to detail, (2) good manual dexterity and coordination, (3) adapts to repeated work, and (4) an understanding of form and an attractively correct final copy.[2]

---

[1] Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroit, Michigan, p. 10, 11, 12.

[2] U.S. Employment Services, Dictionary of Occupational Titles, Vol. II, "Typing and Related Recording", U.S. Government Printing Office, Washington, D.C., p. 287.

CAREER TYPING PROBLEM 35 - Unarranged manuscript: "Stenographer"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To read about and understand the career of stenographer.

Objective: To type a manuscript with footnotes, title page, and bibliography page from unarranged copy without detailed directions in three class periods.

DIRECTIONS for Problem 35

1. Type the unarranged manuscript copy on the following pages in correct manuscript form. Refer to your textbook for detailed directions for left bound manuscripts.

2. Make the corrections indicated by the proofreader's marks as you type.

3. Type the footnotes at the bottom of the page where they are numbered in the manuscript.

4. Type a bibliography page. Refer to the textbook for directions. The copy for the bibliography page is below the line.

5. Type a title page containing the following information: title of the manuscript, subject (Personal Typing), current date, and student's name.

BIBLIOGRAPHY

Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroit, Michigan, 1970.

TRIPLE SPACE — CENTER TITLE

Stenographer

"Stenography" comes from two greek words meaning "shortened or condensed" and writing." By using a script of special symbols, abbreviations and characters, stenographers record conversations, or dictation, as it is spoken by another person. Later this script is decoded, or transcribed, and typewritten into words, sentences, paragraphs, addresses, etc. a stenographer is one who can write and translate shorthand.

Stenographic work may go far beyond this simple description. The stenographic field also includes typists, dictating machine operators, correspondents and secretaries. the stenographer, in addition to taking and transcribing shorthand, must be able to type, file and perform a number of other office duties. She must have a knowledge of general business practices and techniques. she must be versatile and be able to adapt readily to a number of different work situations.

There are a number of ways in which new graduates may start out in stenographic work. One way is to begin as a junior or learner stenographers or typists. The "learner system" is especially popular in business and industrial firms that hire large numbers of office workers. Usually the operations of such firms involve special vocabulary or procedures that are unfamiliar to the average high school or commercial school graduates. by providing a period for orientation and learning--generally about one year--the new comer gets on-the-job training and the benefits of close and expert supervision.

During their training periods, junior stenographers take and transcribe simple dictation and type letters and reports. They may also be given additional duties, such as handling routine correspondence, filing, answering telephones or serving as messenger or office girl.

Their work is closely checked and supervised. Many work in a "pool" together with a group of other stenographers who serve the company's staff officers and executives. Satisfactory completion of their term as "juniors or learners" earns for them positions as stenographers or senior-stenographers and they are given more important duties and responsibilities.

Senior stenographers who have special training and much experience are often classified as technical stenographers. This group includes medical, legal, engineering and many others whose work associates them with a particular profession or technical group. Medical or engineering stenographers for example, should be able to recognize, use and spell correctly the technical terms and expressions of their employers' profession. Another limited group of technical stenographers are those who specialize in foreign languages

Public stenographers serve a variety of business and professional people. Salesmen, lawyers, authors and others who work requires the services of a stenographer while away from the office, call upon the public stenographer. She must, therefore, have considerable experience and be familiar with the terminology and practices of a number of businesses and professions. Some public stenographers are self-employed; others are associated with firms that provide stenographic services to the public.[1]

---

[1] Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroit, Michigan, p. 7-10.

CAREER TYPING PROBLEM 36 - Unarranged manuscript: "Secretary"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To read about and generally understand the career of secretary.

Objective: To type a manuscript with footnotes, title page, and bibliography page from unarranged, script copy without detailed directions in three class periods.

DIRECTIONS for Problem 36

1. Type the unarranged, handwritten manuscript copy on the following pages in correct manuscript form. Refer to your textbook for detailed directions for left bound manuscripts.

2. Type the footnotes at the bottom of the page where they are numbered in the manuscript.

3. Type a bibliography page. Refer to the textbook for directions. The copy for the bibliography page is below the line.

4. Type a title page containing the following information: Title of the manuscript, subject (Personal Typing), current date, and student's name.

BIBLIOGRAPHY

Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroitm Michican, 1970.

Royal Typewriter Co., School Dept, "The Successful Secretary", Pamphlet, Hartford, Conn., 1970.

White, Jane F. and Pearce, Glenn, "Secretarial Careers", Poster, Secretary, J. Weston Walch, Portland, Maine, 1970.

Secretary

There are millions of men and women today, working behind the scenes, who are helping to operate the business of the world and shape its future. These are the men and women in business careers. Their jobs are tedious, timely, and important.[1]

The duties of the secretary differ from those of the stenographer mainly in the degree of responsibility and supervision entrusted to each. The secretary, in addition to being a good stenographer, must also be able to absorb the thought content of her boss's correspondence and dictation. She must handle much of the general correspondence herself and may be called upon to supervise the work of other clerical employees. By relieving her boss of many details and routine clerical duties, she serves in a minor executive capacity as his personal assistant. She makes his appointments and reminds him of important engagements as they arise. She interviews visitors, handles confidential reports and personal mail, and sees that the office routine runs smoothly. Many experienced stenographers advance to secretarial positions.[2]

A secretary's personal qualities and abilities determine her degree of success on the job. She is attractive to look at! Her clothing is simple and becoming — well fitted, smart and freshly-pressed. Her hair style is manageable and neat.

She makes an office a pleasant place with her graciousness and ability to adjust to the moods of others. She knows how to protect her employer against unwanted intrusion — without ever offending the caller.

She respects the value of time. Company secrets are safe with her for she never gossips. Her

common sense and initiative help her supplement her employer's strengths. She knows where to get information and takes many responsibilities off his shoulders.

She is good at detail work. She avoids errors by standardizing her routine jobs. She works out systems for follow-up on detail. She organizes her work schedule so that important jobs are completed first.

She turns out letter-perfect work. Her shorthand and typing are fast and accurate; her letters are attractively positioned; her typing clean; her erasures careful.[3]

---

[1]Jane F. White and Glenn Pearce, Secretarial Careers, Poster, "Introduction", J. Weston Walch, Portland, Maine, 1970.

[2]Public Relations Staff, "Can I Be An Office Worker?", Pamphlet 50-3-70, General Motors, Detroit, Michigan, p. 12, 13.

[3]Royal Typewriter Co., School Dept., "The Successful Secretary," Pamphlet, Hartford, Conn., 1970, p. 5.

CAREER TYPING PROBLEM 37 - Unarranged manuscript: "Executive Secretary"

Goal: To provide orientation to careers in business and develop interest in the Business Education curriculum in high school.

Objective: To understand that an executive secretarial career is highly recognized and requires extensive preparation and experience.

Objective: To type a manuscript with footnotes, title page, and bibliography page from unarranged, script copy without detailed directions in three class periods.

DIRECTIONS for Problem 37

1. Type the unarranged, handwritten copy on the following pages in correct manuscript form. Refer to your textbook for detailed directions for left bound manuscripts.

2. Type the footnotes at the bottom of the page where they are numbered in the manuscript.

3. The numbered lines in the handwritten copy are indented five spaces from the left margin and single spaced. Double space before and after numbered lines.

4. Type a bibliography page. Refer to the textbook for directions. The copy for the bibliography page is below the line.

5. Type a title page containing the following information: title of the manuscript, subject (Personal Typing), current date, and student's name.

BIBLIOGRAPHY

Royal Typewriter Co., School Dept., "The Successful Secretary", Pamphlet, Hartford, Conn., 1970.

White, Jane F. and Pearce, Glenn, "Secretarial Careers", Poster, J. Weston Walch, Portland, Maine, 1970.

Executive Secretary

The highest position in the secretarial field is that of executive secretary; that is, secretary to a member of the management team in any business. This is a position of great importance and trust which comes only after a number of years of experience as a secretary. It is highly regarded, privileged position which offers many rewards and benefits.[1]

Much of the executive secretary's work is managerial. Although she can perform any office task, she does less routine work. She types and takes dictation. She handles incoming and outgoing telephone calls, and recieves and screens visitors. One of her primary duties is to guard her executive's time. She handles routine correspondence, maintains a filing system, plans her employer's travel arrangements and helps entertain visitors.[2]

The executive secretary is professionally and socially competent. She must be persuasive and aggressive, a good leader and a good follower, charming and consistent, cooperative and tactful. She must possess a good sense of what is the proper thing to do or say in any situation, and she must be able to perform her duties efficiently with little assistance

Any person who wishes to become an executive secretary should prepare from the beginning. An intensive secretarial program is probably the best approach. Most junior and community colleges offer a two-year program which includes shorthand, typing, office procedures, office machines, filing, bookkeeping and foundation courses in business and office administration. This program, along with actual office experience, provides the interested and determined person with an excellent preparation.

Every accomplished and ambitious secretary can have her high qualifications recognized by becoming a Certified Professional Secretary. This distinction is awarded to high caliber secretaries who pass an examination given by the Institute for Certified Secretaries, a department of the National Secretaries Association (International).[4]

The CPS examination is given once a year, the first Friday and Saturday in May, in about 100 examination centers in the United States, Canada and Puerto Rico. The test contains six sections:

1. Personal Adjustment and Human Relations
2. Business Law
3. Business Administration
4. Secretarial Accounting
5. Secretarial Skills
6. Secretarial Procedures

A CPS candidate must take all six test sections the first time. If two or more sections are passed, the candidate is eligible to retake the unpassed sections within the next four years. A candidate must pass all sections of the examination with a score of 70 or higher to become a Certified Professional Secretary.[5]

---

[1] Jane F. White and Glenn Pearce, Secretarial Careers, Poster. "Executive Secretary", J. Weston Walch, Portland, Maine, 1970.

[2] Ibid

[3] Ibid

[4] Royal Typewriter Co, School Dept., "The Successful Secretary", Pamphlet, Hartford, Conn., 1970, p. 4.

[5] Jane F. White and Glenn Pearce, Secretarial Careers, Poster "Certified Professional Secretary", J. Weston Walch, Portland, Maine, 1970.

[6] Ibid.

UNIT VI - EVALUATION

CAREER TYPING PROBLEM 38 - Composition at the typewriter:
"Personal Typing Career Orientation"

Goal: To provide orientation to careers in business and interest in the Business Education curriculum in high school.

Objective: To summarize important information about Business Education careers and evaluate student's possible interest in and qualifications for a career in "office work."

Objective: To compose and type answers to questions about Business Education careers without detailed directions in one class period.

DIRECTIONS for Problem 38

1. Compose and type answers to the questions below the line.
2. Your answers are to be complete sentences, lists or short paragraphs.
3. Number your answers.
4. Margin and line space settings are the typist's decision.
5. Refer to the problem copy in the career textbook to find the information necessary for the answers you type.

---

1. Why is "office work" an important and necessary career field?
2. List five general activities a person employed in a business career might perform.
3. Do office jobs vary with the nature of the firm's business? Why do they vary?
4. List ten personal qualifications necessary to a successful business career.
5. List five career fields of opportunity which include many business careers.
6. Name two work roles included in the "Typist-Clerical" business career.
7. List three stenographic fields of opportunity in which you may be interested either as an employee, co-worker, or employer.
8. List three secretarial fields of opportunity in which you may be interested either as an employee, co-worker, or employer.

(Questions continued on the following page.)

9. Are "office worker" activities; such as writing a letter, sometimes necessary in personal life situations?

10. State two "office worker" activities that are often performed in a business career and personal life situations.

11. State three school activities that include business career preparation duties.

12. Is it possible to get a business career entry job during or after high school preparation?

13. Is education after high school necessary for entry into and success in some business careers?

14. List five Clerk-Typist career activities.

15. List five Stenographic career activities.

16. List five Secretarial career activities.

17. Did the career orientation classwork inform you about business careers?

18. Do you understand the wide variety of work roles included in business careers?

19. Do you understand the wide variety of career fields of opportunity which includes business careers?

20. Do you understand that business career skills: such as, typing and shorthand, can be combined with an interest in a specific career field of opportunity; such as, medical or legal, to serve an individual's career objective?